

**Skills:**

- Excellent written and oral communication
- Responsibility and accountability
- Excellent customer service skills
- Great collaboration skills
- Organized and detail oriented
- Great work ethic
- Highly disciplined
- Digitally proficient
- Quick and active learner

Experience:***Cellphone Fix***

August 2020 - Present

Customer Service Representative/Technician

- Repaired electronic devices (mobile devices, laptops and computers)
- Serviced customers daily
- Provided phone parts and accessories
- Managed online website and shipments for customer's orders

A-1 Wireless Inc

July 2021 – September 2021

Electronics Technician (Summer Job)

- Repaired mobile devices
- Tested mobile devices (using software on computer)

Neo Financial

September 2022 - April 2023

Sales Representative

- Signed customers up for credit products
- Conducted comprehensive financial assessments
- Conducted product presentations and demonstrations

Education:***Notre Dame Catholic Secondary School***

September 2018 – 2022

York University - Keele Campus***Information Technology (Honours)***

May 2023 - Present

Voluntary Work:**Humanity First Charity Event, Brantford.**

- Raised Awareness around the place of event
- Raised money for donations
- Sold merchandise and desserts

Sir John A. Macdonald Sr. Public School,**Basketball referee**

- Setup basketball court
- Cleaned up after event
- Ensured all children were always safe

Computer Technician, Sir John A. Macdonald Sr. Public School

- Opened all computers and ensured they were cleaned for use by students.
- Completed fresh install of Windows 10 with educational tools
- Setup new computers in the library and classrooms

Librarian, Sir John A. Macdonald Sr. Public School

- Organize the library completely
- Make sure all books are put back in the correct shelf using the Dewey Decimal system
- Make sure computers are shut down when not occupied for safety reasons

Annual Jalsa Event (Islamic three day gathering)

- Helped others by setting up the program
- Cleaned up after event
- Used my leadership skills
- Communicated with people I was working with ensuring everyone is doing their job correctly

Awards:**Notre Dame Catholic Secondary School**

- Champion League full year 2019 (best behaviour for both semesters)
- Honour Roll 2020
- Subject Achievement Award for Careers 2020
- Subject Achievement Award for Business/Marketing 2021
- Computer Programming Award 2021-2022

York University - Keele Campus

- York University Entrance Scholarship 2023

References available upon request